



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	Library Service Specialist (Young Adults)
3	Posting Number	PN# 107068
4	Department	Library Department
5	Division	South District
6	Section	Young Branch Library*
7	Reporting Location	5260 Griggs*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides reference services to the general public specializing in services to teens (target age group: ages 12 to 18). Assists customers in use of electronic catalog, reference materials, and the Internet. Assists with development of programs for middle and high school students. Assists with outreach and promotion of library programs. Assists with the development and maintenance of materials collections. Performs other functions essential to efficient library operation. Requires some evening and weekend shift (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Library Service or closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

None.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Customer/Public Services experience preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Second language of Spanish, Vietnamese or Chinese encouraged.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 13</u>
\$965 – 1,246 Biweekly	\$25, 090 – 32,396 Annually

18 **OPENING DATE**

October 12, 2005

19 **CLOSING DATE**

October 25, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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